

INSTRUCTIONS FOR NON-TENURED PART TIME  
TEACHERS REPORT

Board Member

I move that this Executive Advisory Board adopt the resolution before you, authorizing and directing the President and Secretary to give to the Part Time, Non-Tenured Licensed employees listed on the Resolution written notice of this Board's decision to not re-employ said licensed employees for the 2017-18 school year, and, in view of the fact that the resolution form in front of you is the same for these Part Time, Non-Tenured licensed employees, I recommend we adopt this like resolution.

Chair:

Is there a second to this motion?

Motion seconded by \_\_\_\_\_.

Chair:

Is there a request that this resolution be read in its entirety?

(Acknowledge requests, if any. Board member who made motion should read the resolution.)

Is there a request that any individual resolutions be read in their entirety? (Acknowledge requests, if any.)

Is there any other discussion?

After all discussion, (if any), request a roll call vote on the motion.

**RESOLUTION AUTHORIZING  
HONORABLE DISMISSAL OF A PART-TIME, NON-TENURED TEACHER**

**WHEREAS**, the Executive Advisory Board of Mid-Valley Special Education Cooperative, Kane County, State of Illinois has determined to decrease the total number of teachers in the Cooperative; and

**WHEREAS**, the teacher hereinafter set forth is non-tenured and employed for less than full-time for the 2016-2017 school year; and

**WHEREAS**, a Sequence of Dismissal (SOD) List was provided to the Mid-Valley Special Education Association on or before 75 days before the end of the school term; and

**WHEREAS**, in accordance with Section 5/24-12 of The School Code, the Board must dismiss teachers qualified to hold a position in the order of their groupings on the SOD List, with teachers in Group 1 dismissed first and teachers in Group 4 dismissed last;

**WHEREAS**, whenever the total number of honorable dismissal notices based upon economic necessity exceeds five (5) or one hundred fifty (150%) of the average number of teachers honorably dismissed in the preceding three (3) years, whichever is more, the Board is required to hold a public hearing on the question of dismissals;

**WHEREAS**, the Board has determined that a public hearing on the question of dismissals is not required; and

**WHEREAS**, the Board has determined that the teacher hereinafter set forth shall be honorably dismissed at the end of the 2016-2017 school term as a result of the decision of the Board to decrease the total number of teachers in the Cooperative, pursuant to Section 5/24-12 of The School Code.

**NOW, THEREFORE,** Be It Resolved by the Executive Advisory Board of Mid-Valley Special Education Cooperative, Kane County, State of Illinois, as follows:

**Section 1:** That the following teachers are hereby honorably dismissed at the end of the 2016-2017 school term in conformance with the Exhibit attached hereto and made a part hereof because of the decision of the Board to decrease the total number of teachers in the Cooperative:

**Nicole Allen  
Tracy Linning**

**Section 2:** That the Chair and Secretary of the Board are hereby authorized and directed to send the teacher a written notice of honorable dismissal by first class mail at least **forty-five (45) days** before the end of the school term, which notice shall be substantially as set forth in the Exhibit(s) attached hereto.

**Section 3:** That the Chair and Secretary of the Board are hereby authorized and directed to send the teacher a written notice of honorable dismissal by certified mail, return receipt requested, at least **forty-five (45) days** before the end of the school term, which notice shall be substantially as set forth in the Exhibit attached hereto.

**Section 4:** That the Executive Director or his/her designee shall personally deliver a copy of said notice to the teacher, at least **forty-five (45) days** before the end of the school term, which notice shall be substantially as set forth in the Exhibit attached hereto.

Section 5: That this Resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 5<sup>TH</sup> day of April, 2017, by the following vote:

AYES:

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NAYS:

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ABSENT:

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Board Chair

ATTEST:

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Board Secretary



***Mid-Valley Special Education Cooperative***

Dr. Carla Cumblad, Executive Director  
1304 Ronzheimer Avenue  
St. Charles, IL 60174  
Phone: 331-228-4873  
Fax: 331-228-4874

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April 6, 2017

Name  
Address  
City, State and Zip Code

Dear \_\_\_\_\_:

We regret to advise you that the Executive Advisory Board of Mid-Valley Special Education Cooperative, Kane County, State of Illinois, pursuant to Section 5/24-12 of The School Code, has determined that you are to be honorably dismissed as a teacher at the end of the 2016-2017 school term. The reason for your honorable dismissal is the decision of the Board to decrease the total number of teachers in the Cooperative. Your services to the Cooperative shall terminate at the end of the 2016-17 school term.

Very truly yours,

The Executive Advisory Board of Mid-Valley Special  
Education Cooperative, Kane County, Illinois

By: \_\_\_\_\_  
Board Chair

By: \_\_\_\_\_  
Board Secretary